

## EXHIBIT 10.4

### EXAMPLE WRITTEN HAZARD COMMUNICATION PROGRAM

#### 1. GENERAL INFORMATION

In order to comply with Occupational Safety and Health Regulation 29 CFR 1910.1200, Hazard Communication, the following written Hazard Communication Program has been established for **(APHIS Organization)** \_\_\_\_\_.

All work units of this workplace are included in this program. It is APHIS policy to provide our employees with information about hazardous chemicals and biologicals on the worksite through our hazards communication program, which includes container labeling, material safety data sheets (MSDS), and employee information/training.

**(Employee)** \_\_\_\_\_ will have the overall responsibility for coordinating the hazard communication program for **(APHIS Organization)** \_\_\_\_\_ and will make our hazard communication program available, upon request, to employees, their designated representatives, the Department of Labor, the Safety, Health, and Environmental Staff, and any other responsible individuals.

#### 2. LIST OF HAZARDOUS CHEMICALS AND BIOLOGICALS

**(Employee)** \_\_\_\_\_ will compile a list of all hazardous chemicals and biologicals that will be used on the worksite by reviewing container labels and the MSDS. The list will be updated as necessary. It will be kept at **(Location)** \_\_\_\_\_.

#### 3. CONTAINER LABELING

Each container of hazardous substance on this worksite will be properly labeled. **(Employee)** \_\_\_\_\_ will verify that all containers received for use will:

- Be clearly labeled as to the contents
- Note the appropriate hazard warnings
- List the name and address of the manufacturer

**(Employee)** \_\_\_\_\_ will ensure that secondary containers are labeled with either an extra copy of the original manufacturer's label or with a sign or generic label that lists the container's contents and the appropriate hazard warnings. **(Employee)** \_\_\_\_\_ will review the labeling system every **(Time Period)** \_\_\_\_\_ and update it as required.

#### 4. MATERIAL SAFETY DATA SHEETS (MSDS)

**(Employee)** \_\_\_\_\_ will be responsible for obtaining or developing and maintaining the MSDS. She/he will review incoming data sheets for new and significant health and safety information. She/he will see that any new information is passed on to the affected employees.

Copies of MSDS for all hazardous materials to which employees of this worksite may be exposed will be kept in **(Location)** \_\_\_\_\_.

MSDS will be available to all affected employees in the work area for review during each work shift. If MSDS are not available or a new material is in use and does not have an MSDS, immediately contact **(Employee)** \_\_\_\_\_.

## 5. EMPLOYEE TRAINING AND INFORMATION

**(Employee)** \_\_\_\_\_ will be responsible for the employee training program. She/he will ensure that all elements specified below are carried out.

Prior to starting work each new employee will attend a safety and health orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard;
- Chemicals and biologicals present in their workplace;
- Location and availability of our written Hazard Communication Program;
- Physical and health effects of the hazardous substances;
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area;
- How to lessen or prevent exposure to these hazardous substances through the use of controls, work practices, and/or personal protective equipment;
- Steps that have been taken to lessen or prevent exposure to these substances;
- Emergency procedures to follow if they are exposed to these substances;
- How to read and review MSDS to obtain the necessary hazard information; and
- Location of MSDS and the hazardous chemical list.

After attending the training class, each employee will sign a form to verify that they attended the training, received the written materials and understood the policies of the Hazard Communication Program.

Prior to a new hazard being introduced into any section of this worksite, each employee of that site will be given information as outlined above. **(Employee)** \_\_\_\_\_ is responsible for ensuring that MSDS on new chemicals and biologicals are available.

## 6. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information on the hazardous substances to which they may be exposed. This information will include:

- The specific chemical and biological hazards;

- Protective/safety measures the employee can take; and
- Measures that have been taken to lessen the hazards, including ventilation, personal protective equipment, respirators, the presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by the employees of this worksite are:

TASK

HAZARDOUS SUBSTANCES

7. INFORMING OTHER EMPLOYEES

It is the responsibility of **(Person/Position/Department)** \_\_\_\_\_ to provide contractors and their employees with the following information:

- A list of hazardous substances to which they may be exposed while on the jobsite;
- The precautions the employees may take to lessen the possibility of exposure by the use of appropriate protective measures;
- The location of the MSDS; and
- An explanation of the labeling system used at the jobsite.

**(Person/Position/Department)** \_\_\_\_\_ will be responsible for contacting each contractor before work is started at the workplace to gather and disseminate any information concerning hazardous substances that the contractor is bringing to the workplace or that the contractor may be exposed to at the workplace.